

PROGRESS REPORT FORMAT

FELLOWSHIPS

The submission of an annual Progress Report is required. Second-year support is contingent upon successful review of the first year Progress Report.

A letter of recommendation from your mentor must be submitted with your first-year annual Progress Report.

All Progress Reports are due at the New Jersey Commission on Spinal Cord Research office by February 15th for Grant Cycle A, and by July 18th for Grant Cycle B.

An original and 15 copies must be submitted and sent to the **New Jersey Commission on Spinal Cord Research, P.O. Box 360, Trenton, New Jersey 08625**. If you have questions related to the report, please contact the NJCSCR office at 609-292-4055, or e-mail at NJCSCR@doh.state.nj.us.

Please utilize the guidelines below in preparing your report:

COVER PAGE

The following information should be included on the cover page of the report:

1. Principal Investigator Name, Address, Telephone Number
2. Name of Organization/Institution
3. Grant Title
4. Grant Number
5. Grant Period Covered by the Report
6. Date of Submission of the Report

BODY OF REPORT

The report should cover the following information in 2-5 pages, in addition to photographs, figures, charts, etc.

1. Summarize progress made during grant period. Use language suitable for lay readers.
2. List tasks that have been addressed during the grant period.
3. Report any results, data and discussion.
4. Report problems encountered during the grant period.
5. Report any changes in the original research plans.
6. List all research publications emerging from this research, including those in preparation. Please attach a copy of the article(s).

PUBLICATIONS AND PRESENTATIONS

All papers, presentations, chapters, and abstracts should mention that the research was supported by a grant from the New Jersey Commission on Spinal Cord Research. Copies must be sent to the NJCSCR office, even if you inadvertently forgotten to cite NJCSCR support.